
Subject: WIC Out-of-State Transfer Card Issuance

Effective Date: August 1, 2006

Revised from: October 1, 2004

Policy: Clinics must issue a Transfer Card (Verification of Certification) to clients who move or plan to move outside of Kansas during the certification period and to clients who are members of a migrant or homeless family. The Transfer Card contains information that allows them to continue participation in the WIC Program outside of Kansas. Issue a Transfer Card to military clients, civilian clients who work for the military, and employees of companies that contract with the military when any of these clients are transferring overseas. (See CRT 10.04.00 WIC Overseas Program.)

Reference: CFR §246.7(k)

Procedure:

1. Clinic staff should encourage clients to come to the office to get a Transfer Card if they plan to move out of state.
2. Clinics must:
 - a. Issue a WIC Transfer Card to all clients who move or plan to move out of state during the certification period and to clients who are members of a migrant or homeless family.
 - b. Instruct clients receiving a WIC Transfer Card on its use and encourage them to continue to participate in the program.
3. Checks should be issued through the end of the month they reside in Kansas.
4. See CRT 10.04.00 WIC Overseas Program for details related to issuing a Transfer Card to military clients, civilian clients who work for the military and employees of companies that contract with the military when any of these clients are transferring overseas.